

**Salt Lake Community College**  
**STARR**  
(Schedule of Travel Allowances and Reimbursement Rates)  
Current as of July 1, 2017

**1. CONTRACTED AGENCIES**

- A. Designated Travel Agency – State Travel Office (538-3350)
- B. Contracted Car Rental Companies – *Travelers should use one of the two companies below whenever possible within the 50 states and may reserve through the State Travel Office or contact the companies directly to reserve vehicles. The corp. acct. number must be given at the time of reservation to ensure that required collision & liability insurance is included with the contracted rental rates, and this insurance should not be purchased separately. However, both collision & liability insurance must be purchased whenever a non-contracted company is used.* (SLCC motor pool, state fleet or personal vehicles may also be driven in state)
  - 1. Enterprise/National - corp acct #XZ47075
  - 2. Hertz - corp acct #0198552

**2. MEAL ALLOWANCES** - Alcoholic Beverages are non-reimbursable expenses.

	In-State	Out-of-State	* Premium City – Per Diem
Breakfast	10	10	13
Lunch	14	14	17
Dinner	18	22	28
Total	42	46	58

**Note:** Per Diem cannot be claimed for meals that are included with a conference registration fee or where meals are provided by a hotel, sponsor or third party.

**TRAVEL TIME SCHEDULE FOR ALLOWABLE MEALS**

Traveler Leaves or Returns	First Day of Travel	Last Day of Travel
12:01 a.m. to 6:00 a.m.	Full	-0-
6:01 a.m. to 12:00 noon	Lunch and Dinner	Breakfast
12:01 p.m. to 6:00 p.m.	Dinner	Breakfast and Lunch
6:01 p.m. to 12:00 midnight	- 0-	Full

**PREMIUM CITIES**

- 1. For premium cities denoted with an “\*\*”, traveler may choose to accept the per diem rate above or be reimbursed at the actual meal cost, with original receipts required, up to \$66 per day. To qualify, the traveler must be eligible for all three meals in each day the actual receipts rate is claimed.
- 2. **SLCC “Premium Cities”** - See 2<sup>nd</sup> page for list of most visited Premium Cities and denoted \* \$66 cities.
- 3. **Foreign Countries-** Traveler may choose out-of-state per diem rate or be reimbursed the actual meal cost, original receipts required, not to exceed the US Dept of State M&IE rate for that location.

**3. LODGING ALLOWANCE GUIDELINES**

- A. Conference: rate is accepted if registered in the conference hotel or a reasonable alternative. Non-conference: a reasonable rate will be accepted for the locale. In-State: written justification is required for rates exceeding the State lodging rate for the locale.
- B. Reimbursement for the use of a private residence or recreational vehicle (not personally owned) will be \$25.00 per night without receipts. Reimbursement for staying at a trailer park or campground may be up to \$40.00 per day with receipts.

**4. MILEAGE REIMBURSEMENT FOR PRIVATELY OWNED VEHICLES**

Reimbursement for a private vehicle is \$.40 per mile, or \$.535 per mile if a College motor pool car was not available and the trip is less than 50 miles one way. Motorcycle use is reimbursed at \$.20 per mile. **NOTE:** to be eligible for this reimbursement, the traveler must be current with the Safe Driver Training prior to travelling. (Travel to & from airport is an exception).

**5. TIPPING GUIDELINES - BUSINESS PURPOSE ONLY**

- A. Meal tips - where per diem is used, tips are included in the meal per diem allowance.
- B. Taxi and valet tips - not to exceed 20% of charge.
- C. Baggage tips – at airport or hotel, up to \$2.00 per bag (excludes carry-on luggage).
- D. Maid /housekeeping tips – up to \$3 per night.

**6. OTHER REIMBURSABLE COSTS**

- A. Ground transportation allowance from airport to hotel and return - \$20 each way including tips. Receipts are required if the taxi or shuttle trip exceeds \$20.
- B. Ground transportation to SLC airport - \$.535 mileage rate used for personal vehicles, or taxi service with receipts.
- C. Airport Long-Term Parking Fees - Receipts required (short term parking is not reimbursable).
- D. ATM cash advance fee - If using an ATM is necessary, one reimbursement of \$6.50 per trip is allowed to cover the ATM fees.

**7. TRAVEL RECEIPTS TO COLLECT AND ATTACH TO TRAVEL SETTLEMENT**

- A. Detailed hotel receipt (not a charge card slip).
- B. Receipts for long-term airport parking if used.
- C. Rental car receipts if used.
- D. Receipts for any other miscellaneous business expenses, and meal receipts if actual receipts method is used.
- E. Conference agenda.
- F. Airline itinerary and baggage fee receipts.

**SALT LAKE COMMUNITY COLLEGE**  
**List of Most Visited-PREMIUM CITIES**  
**Current as of July 1, 2017**

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**Alaska** – All

**Arizona**

GrandCanyon/Flagstaff  
 Phoenix/Scottsdale  
 Sedona  
 Tucson

**Arkansas**

Little Rock

**California**

Fresno  
 Los Angeles/Orange County  
 Monterey  
 Napa  
 Palm Springs  
 Sacramento  
 San Diego  
 San Francisco/Oakland  
 Santa Barbara  
 S. LakeTahoe

**Colorado**

Aspen  
 Boulder  
 Colorado Springs  
 Denver  
 Durango  
 Telluride/Vail

**Connecticut**

Hartford/New Haven  
 Bridgeport

**Florida**

Ft. Lauderdale  
 Jacksonville/Ft. Myers  
 Key West  
 Miami  
 Orlando  
 Palm Beach/Boca  
 Raton  
 Tampa/St. Petersburg

**Georgia**

Atlanta  
 Savannah

**Hawaii** - All

**Idaho**

Coeur D'Alene

**Illinois**

Chicago

**Kansas**

Wichita  
 Kansas City

**Kentucky**

Lexington  
 Louisville

**Louisiana**

New Orleans

**Maryland**

Annapolis  
 Baltimore

**Massachusetts**

Boston/Cambridge  
 Martha ' s Vineyard  
 Nantucket

**Minnesota**

Minneapolis / St. Paul  
 Duluth

**Missouri**

Kansas City

**Montana**

Big Sky  
 Missoula/Kalispell

**Nebraska**

Omaha

**Nevada**

Reno/Sparks/  
 Incline Village  
 Las Vegas

**New Jersey**

Atlantic City  
 Newark

**New Mexico**

Santa Fe / Taos

**New York**

Albany/Buffalo  
 New York City-Boroughs

**North Carolina**

Atlantic Beach/Morehead  
 Charlotte/Chapel Hill  
 Raleigh

**Ohio**

Cincinnati/Cleveland  
 Columbus

**Oklahoma**

Oklahoma City

**Oregon**

Portland

**Pennsylvania**

Malvern  
 Philadelphia

**Rhode Island**

Providence

**S. Carolina**

Charleston  
 Hilton Head  
 Myrtle Beach

**Tennessee**

Knoxville  
 Memphis  
 Nashville

**Texas**

Austin  
 Dallas / Fort Worth  
 Houston  
 San Antonio

**Utah**

Moab  
 Park City  
 Provo/SLC

(Only applies to those coming into Utah from out of state. Employees in UT receive in-state per-diem)

**Vermont**

Manchester

**Virginia**

Roanoke  
 Richmond

**Washington**

Seattle  
 Spokane  
 Tacoma  
 Vancouver

**Washington D.C.**

**Wisconsin**

Madison / Milwaukee

**Wyoming**

Jackson

The Traveler may choose to accept the per diem rate for out-of-state premium city (\$58 per day) or be reimbursed at the actual meal cost, with original receipts, up to \$67 per day. The traveler may use both reimbursement methods during a trip; however, the same method of reimbursement must be used for an entire day.

The Premium Locations eligible for actual receipt method are:

- **Anchorage-** Anchorage City Limits only
- **Chicago-** Includes Cook and Lake Counties
- **Hawaii-** Includes the islands of Hilo, Kauai, Maui, Oahu, Lanai and Molokai
- **New York City-** Includes the Bronx, Kings, Queens and Richmond Cities
- **San Francisco-** Includes San Francisco County
- **Seattle-** Includes King County